

REQUEST FOR PUBLIC RECORDS
OFFICE OF STATE TREASURER, STATE OF ALABAMA
Post Office Box 302510, Montgomery, AL 36130-2510
Fax 334-242-7592

The Treasurer's Office will devote as much of its resources to addressing public records requests as possible without interfering with the fulfillment of normal job duties. This form is created in compliance with the Open Records Policy and Fee Schedule, Office of State Treasurer.

I. Requester Information, please print:

Name: _____

Company: _____

Address: _____

Phone Number: _____ Fax: _____

II. Detail description, including report dates, of documents to be either (____) inspected or (____) copied (please check one):

III. Statement explaining the purpose of the request:

IV. Schedule of Fees: (make check payable to State Treasurer)

Copies: \$.50 per page, first 20 pages waived.

Research: \$20.00 per hour, first hourly charge waived.

V. Statement:

I agree to pay all associated fees to this request prior to receipt of the document(s).

Signed _____ Date _____

For Internal Use

Received By _____ Date _____

Completed By _____ Date _____